

## **Employee Recognition**

### **Purpose**

The goal of this effort is to provide a broad-based program of employee recognition allowing peers, citizens, and business leaders to recognize employees for performance and effort which exemplifies a standard of excellence and dedication within the City workforce. Two employees will be chosen every two months.

### **Eligibility**

All city employees are eligible. Employees may be only recognized once within a 12 month period.

### **Definitions**

Employee: an employee that is considered to be full-time, part-time, seasonal, and contract.

### **Criteria**

Examples (but not limited to) of how employees may distinguish themselves:

1. Continuing education or training
2. Willingly took on additional work
3. Providing additional work or attention for a citizen or a business
4. Mentoring a new employee
5. Thinking "outside a box" in regards to a problem
6. Is a good example of the "teamwork" concept
7. Presents a professional work product consistently

### **Award**

The two recognized employees will be permitted to park in their designated "award" parking slot. Their choice as to where it is located. Their name will be placed on their designated "award" parking slot with the recognition of the award.

They also will be presented with a \$100 gift card to a Windcrest restaurant or to a grocery store of their choice.

### **Administration**

The process for nominations and selection of award recipients are outlined below:

1. Nominations: An employee, citizen, or business leader may nominate an employee for the reward. Department Heads are allowed to nominate an employee from a different department. There is no limit on nominations received. Written nominations may be made by submitting a nomination form describing reasons (with as much detail as possible) why an individual deserves to be recognized for this award.  
This nomination form will be available through the front office at City Hall or on the website, and can be mailed or turned in to the City Manager at 8601 Midcrown, Windcrest, Texas 78239.

2. Nomination forms will be collected by the City Manager or his designee. Then a copy of the nomination form will be forwarded to the Department Head of the respective department. Each Department Head will be responsible for verifying nominations. The intent will be to process each nomination within 10 days of initial receipt and returned to the City Manager or his designee. All nominations will be dated, time stamped, and logged. At the end of the selection process, all remaining nominations will be disposed of and new nominations will be received.
3. Department heads will serve on the selection committee along with the City Manager and a Council member. A citizen will be selected to serve at each selection meeting.
4. Once the individuals have been identified, the employees will be notified in writing with a copy to be placed in their personnel file. Announcements of the winners will be made on the City website and at a City Council meeting.

The nomination periods will be as follows:

October/November  
December/January  
February/March  
April/May  
June/July  
August/September



Employee: \_\_\_\_\_

Nominated by: \_\_\_\_\_

**Eligibility Period (due last day of each period)**

- |   |   |
|---|---|
| <input type="radio"/> October / November 2014 | <input type="radio"/> April/May 2015          |
| <input type="radio"/> December / January 2015 | <input type="radio"/> June/July 2015          |
| <input type="radio"/> February / March 2015   | <input type="radio"/> August / September 2015 |

**Criteria**

- |  |   |
|--|---|
| <input type="radio"/> Continuing education or training                                   | <input type="radio"/> Is a good example of the “teamwork” concept       |
| <input type="radio"/> Willingly took on additional work                                  | <input type="radio"/> Presents a professional work product consistently |
| <input type="radio"/> Providing additional work or attention for a citizen or a business | <input type="radio"/> Other: _____                                      |
| <input type="radio"/> Mentoring a new employee   |   |
| <input type="radio"/> Thinking “outside a box” in regards to a problem                   |   |

**Comments to support Criteria selection (as much detail as possible).**